



2009-2010 South County

Area Plans Review Guide



Fairfax County, VA
The Planning Commission
The Department of Planning & Zoning
June 2009

THE FAIRFAX COUNTY BOARD OF SUPERVISORS

Sharon Bulova, *Chairman*
Penelope A. Gross, *Mason District, Vice Chairman*
John C. Cook, *Braddock District*
John W. Foust, *Dranesville District*
Michael R. Frey, *Sully District*
Pat Herrity, *Springfield District*
Catherine M. Hudgins, *Hunter Mill District*
Gerald W. Hyland, *Mount Vernon District*
Jeffrey C. McKay, *Lee District*
Linda Q. Smyth, *Providence District*

Anthony H. Griffin, *County Executive*
Robert A. Stalzer, *Deputy County Executive*

PLANNING COMMISSION

Peter F. Murphy, Jr., *Springfield District, Chairman*
Walter L. Alcorn, *At-Large, Vice Chairman*
Frank A. de la Fe, *Hunter Mill District*
Earl L. Flanagan, *Mount Vernon District*
Janet R. Hall, *Mason District*
Suzanne F. Harsel, *Braddock District*
James R. Hart, *At-Large*
Jay Donahue, *Dranesville District*
John L. Litzenberger, Jr., *Sully District*
Kenneth A. Lawrence, *Providence District*
Rodney L. Lusk, *Lee District*
Timothy J. Sargeant, *At-Large*

Barbara J. Lippa, *Executive Director*
Sara Robin Ransom, *Assistant Director*

DEPARTMENT OF PLANNING AND ZONING

James P. Zook, *Director*
Eileen M. McLane, *Director, Zoning Administration Division*
Regina Coyle, *Director, Zoning Evaluation Division*
Fred R. Selden, *Director, Planning Division*
David Marshall, *Chief, Facilities Planning Branch*
Sterling Wheeler, *Chief, Policy & Plan Development Branch*
Marianne Gardner, *Chief, Policy & Plan Development Branch*
Pamela Nee, *Chief, Environmental & Development Review Branch*

SCHEDULE FOR 2009-2010 SOUTH COUNTY AREA PLANS REVIEW (APR)

APR Information Sessions.....	Spring/Summer 2009
Nomination Submission Period.....	August 3 - September 16, 2009
Nomination Screening and Final Acceptance.....	October - December 2009
Nominations to Task Forces.....	January 2010
Task Force Meetings.....	January - March 2010
Nomination Withdrawal Deadline.....	March 26, 2010
Release of Task Force Reports	May 2010

Nominations not subject to VDOT review

Release of Staff Reports (2-3 weeks prior to public hearing).....	May 2010
Planning Commission Public Hearings & Mark-Up of Nominations.....	June 2010
Board of Supervisors Public Hearings & Mark-up of Nominations.....	July 2010

Nominations subject to VDOT review

Release of Staff Reports.....	to be determined
Planning Commission Public Hearings & Mark-up of Nominations.....	to be determined
Board of Supervisors Public Hearings & Mark-up of Nominations.....	to be determined

FOR THE LATEST INFORMATION ABOUT APR: See www.fairfaxcounty.gov/dpz/apr/.

FOR GENERAL COMPREHENSIVE PLAN OR APR INFORMATION: Call (703) 324-1380, TTY 711 (Virginia Relay).

TABLE OF CONTENTS

Schedule for 2009-2010 South County Area Plans Review (APR).....	3
SECTION I - Fairfax County Public Information Sources.....	4
SECTION II - How the Area Plans Review Process Works.....	6
Scope of the APR Process	
Nomination Acceptance and Review	
Tracking the Progress of a Nomination	
SECTION III - Participants.....	10
SECTION IV - Preparing a Nomination.....	13
Submission	
Withdrawal	
Preparing the Nomination Package	
CHECKLIST FOR NOMINATOR.....	18
NOMINATION FORM.....	19



Fairfax County is committed to a policy of nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call (703) 324-1380, TTY 711 (Virginia Relay). Please allow seven working days in advance of an event in order to make the necessary arrangements.

I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES 2009-2010 SOUTH COUNTY APR CYCLE

Supervisor District Information

Braddock District

Supervisor John C. Cook

E-mail: braddock@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/braddock

Office: 703-425-9300, TTY 711

Fax: 703-503-9583

Braddock District Office

9002 Burke Lake Road Road

Burke, VA 22015

Lee District

Supervisor Jeffrey C. McKay

E-mail: leedist@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/lee

Office: 703-971-6262, TTY 711

Fax: 703-971-3032

Franconia Governmental Center

6121 Franconia Road

Alexandria, VA 22310

Mason District

Supervisor Penelope A. Gross

E-mail: mason@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/mason

Office: 703-256-7717, TTY 711

Fax: 703-354-8419

Mason Governmental Center

6507 Columbia Pike

Annandale, VA 22003

Mount Vernon District

Supervisor Gerald W. Hyland

E-mail: mtvernon@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/mountvernon

Office: 703-780-7518, TTY 711

Fax: 703-780-1491

Mount Vernon Governmental Center

2511 Parkers Lane

Alexandria, VA 22306

Springfield District

Supervisor Pat Herrity

E-mail: springfield@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/springfield

Office: 703-451-8873, TTY 711

Fax: 703-451-3047

West Springfield Office

6140 Rolling Road

Springfield, VA 22152

General Information

APR Web page

Track the progress of the APR process and review the latest information: www.fairfaxcounty.gov/dpz/apr/

Fairfax County Web site

www.fairfaxcounty.gov

Department of Planning and Zoning

Web site: www.fairfaxcounty.gov/dpz/

Planning Division, Planner-of-the-Day

Purchase paper copies of the Comprehensive Plan for \$30 per volume (call first to check availability).

8:00 a.m. - 4:30 p.m. weekdays

703-324-1380, TTY 711 (Virginia Relay)

The Herrity Building

12055 Government Center Parkway

Suite 730

Fairfax, Virginia 22035

The "Comprehensive Plan Announcements" E-mail Service

Subscribe to the free service on the county Web site under the Online Services/E-mail Subscriptions link or at www.fairfaxcounty.gov/email/lists/. This service will provide timely announcements about the APR process, as well as announcements related to the Comprehensive Plan, Plan Amendments, special studies and other planning activity.

Planning Commission Office

Web site: www.fairfaxcounty.gov/planning

Find information about the Planning Commission, the APR process, as well as Planning Commission public hearing schedules.

703-324-2865, TTY 703-324-7951

E-Mail: plancom@fairfaxcounty.gov

Fairfax County Government Center

12000 Government Center Parkway, Suite 330

Fairfax, Virginia 22035

Department of Tax Administration

Web site: icare.fairfaxcounty.gov

Search by street address or tax map number for property information.

GIS and Mapping Services

Web site: www.fairfaxcounty.gov/maps/

Purchase paper copies of property identification, zoning, Supervisor District, and other maps.

703-324-2712, TTY 711 (Virginia Relay)

County Government Center

12000 Government Center Parkway

Suite 117

Fairfax VA, 22035-5505

Fairfax County Libraries

Web site: www.fairfaxcounty.gov/library/

Find the location of regional libraries.

The Fairfax County Comprehensive Plan

The five-volume Comprehensive Plan (the Plan) is available on the DPZ Web site at www.fairfaxcounty.gov/dpz/. The Web version of the Plan is updated regularly to include new amendments. See the "amended through" date on the header of each page to know when each section was most recently changed as a result of Board of Supervisors action. Individual pages or sections of the Plan can be printed from the Web site.

The Weekly Agenda

This electronic newsletter published by the Office of Public Affairs provides a link to the agenda for Board of Supervisors and Planning Commission meetings. To subscribe, go to the Fairfax County Web site: www.fairfaxcounty.gov. Click on the link for E-Mail Subscriptions and follow the directions to subscribe to the Weekly Agenda.

Cable Channel 16, also on the Internet

Fairfax County government Cable Channel 16 broadcasts Planning Commission and Board of Supervisors meetings. They also may be viewed by live streaming video at www.fairfaxcounty.gov/cable/channel16/vod.htm. To make an appointment to view the video record of a Planning Commission meeting, call 703-324-2865. To purchase a DVD of a specific Planning Commission meeting (fee between \$15 to \$70 depending on the length of the meeting), contact Cable Programming at 703-324-5930. Board of Supervisors meetings may be downloaded for a limited time afterward.

Public Meetings Calendar

Go to www.fairfaxcounty.gov and click on the link for View Public Events, Activities and Meetings. Click on the Public Meetings link.



II. HOW THE AREA PLANS REVIEW PROCESS WORKS

Area Plans Review (APR) provides an opportunity to participate in Fairfax County's land use planning process by submitting proposals to amend the area plan volumes of the Comprehensive Plan (the Plan) and/or the Comprehensive Plan Map. The Plan is the guide used by the Planning Commission and the Board of Supervisors to make land use decisions.

This publication, 2009-2010 South County Area Plans Review Guide, outlines the process by which nominations to propose changes to the County's Comprehensive Plan are to be submitted for consideration and review. The nomination form is included on pages 19-22 of this booklet. To find the APR Guide and nomination form, as well as the Area Plan volumes of the Comprehensive Plan, see the Department of Planning and Zoning (DPZ) Web site (www.fairfaxcounty.gov/dpz/).

FAST FACT

The purpose of the APR process is to review proposed changes to the land use recommendations found in the Area Plans and on the Comprehensive Plan Map.

Scope of the APR Process

The APR process, including the appointment of Task Force members, is organized by the County's Supervisor Districts. In the 2009-2010 APR, Comprehensive Plan guidance for the southern portion of the County, including the Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts, will be reviewed. The northern portion of the County, which includes Dranesville, Hunter Mill, Providence and Sully Supervisor Districts, was reviewed in 2008-2009. A map depicting the nine supervisor districts is shown on page 7, and is also available on the County Web site and is available for purchase at GIS and Mapping Services at the County Government Center. (See www.fairfaxcounty.gov/maps. More information is to be found in Section I).

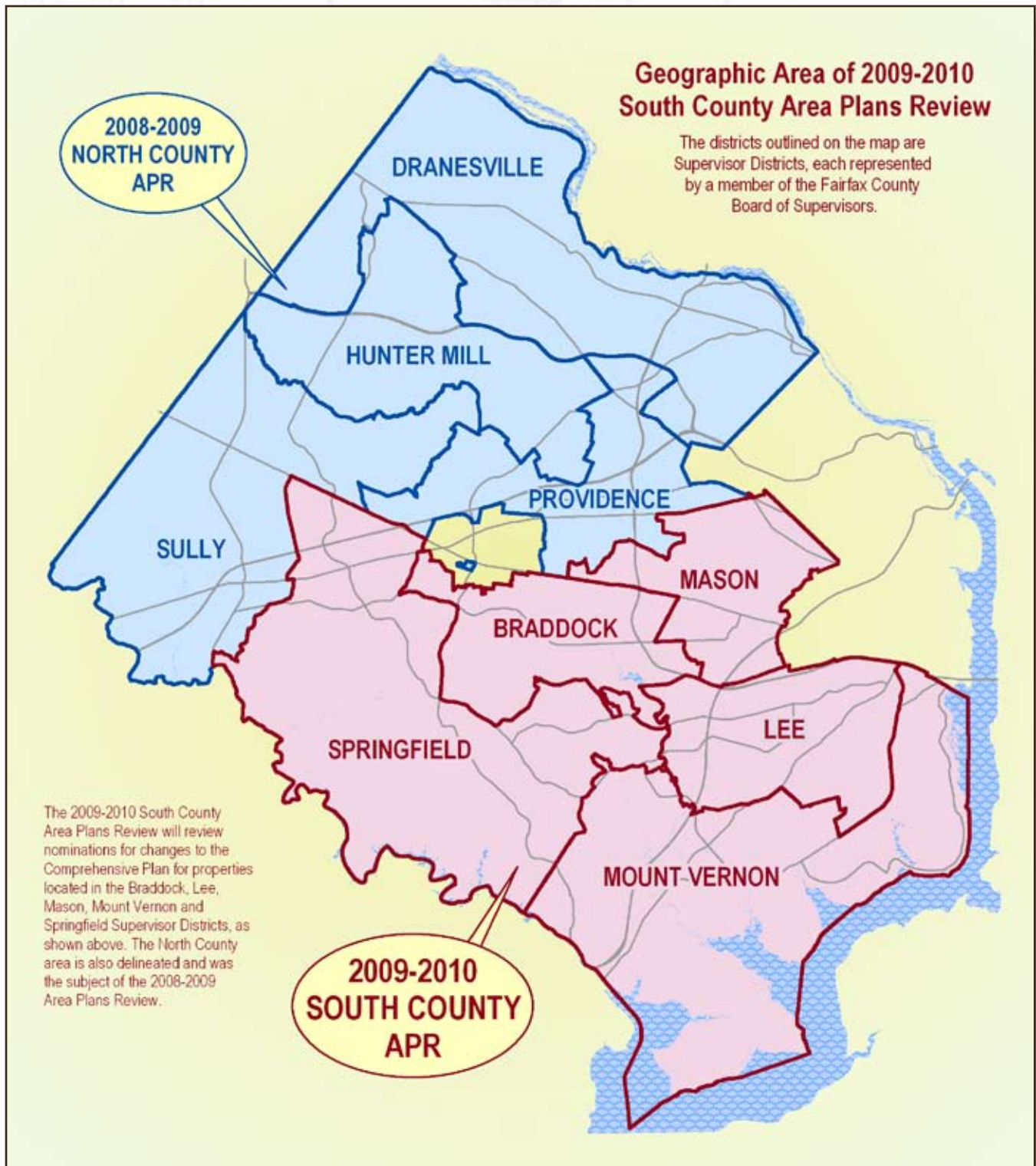
The APR process concerns site-specific land use recommendations. There are limitations on what properties can be proposed for a Comprehensive Plan change. The following areas and types of proposals are excluded from the APR process:

- Land areas that are the subject of any pending Plan amendment or special studies, including but not limited to Loisdale Road Special Study;
- Any land area that was included in any Plan amendment adopted since May 1, 2006. This includes amendments adopted as a part of the previous Laurel Hill Planning Study, 2005-2006 South County APR and 2008 BRAC APR starting with adopted Amendment No. 2003-28;
- Changes to the Policy Plan volume of the Comprehensive Plan; and
- Amendments affecting countywide systems, such as the countywide transportation network, the countywide trails system, parks and public facilities.

A nominator may submit only **one** nomination for the specific land area that he or she proposes for consideration in the APR process. This land area may consist of one or many parcels.

Nomination Acceptance and Review

The formal APR process begins with the nomination submission period, which extends from August 3, 2009 to September 16, 2009. In addition to a completed nomination form, the nomination package must also include a description of what development under the new Plan would look like, and a written justification. The justification should either explain how the proposal would better achieve the Plan's objectives than the current Plan would or explain how there are oversights or land use related inequities in the currently adopted Plan that would be remedied by the change. During the submission period, DPZ staff will be available to answer questions about preparing nominations.



FAST FACT

Nominations are the proposals for changes to the Comprehensive Plan that are reviewed and evaluated by staff, community task forces, the Planning Commission and the Board of Supervisors during the APR process. The nomination form is included in the back of this booklet.

Preliminary Acceptance: After a nomination is submitted to the Planning Commission office, staff will review the nomination to ensure that it meets the submission requirements for the APR process. (Section IV starting on page 13 includes a detailed description of the submission requirements.) Staff reserves the right to correct errors related to street address, tax map number, acreage or current Plan designation. If the nomination receives preliminary acceptance from the Planning Commission staff, nominators will receive an acknowledgement via e-mail (or if e-mail is not available, by mail). If further clarification is required, the nominator will be contacted and will have 10 working days to submit clarification, along with proof of re-notification of property owners, if requested. If the full clarification is not received in writing within 10 working days of receipt of the request, the nomination will be rejected.

>New to the Area Plans Review Process

Screening: Nominations determined by county staff to have satisfied all applicable submission requirements during Preliminary Acceptance will be deemed accepted and forwarded to the Planning Commission for screening. The Commission will then decide if a nomination will be included, or not included, in the APR process or deferred for future consideration.

A nomination will be included in APR if it is determined that it is consistent with adopted County policy and adequate justification has been provided as requested in Part 6 of the nomination form. If a nomination or group of nominations involves a large land area

and/or is highly complex, the Planning Commission may forward the nomination(s) to the Board of Supervisors with a recommendation for a special study. The Planning Commission staff will notify nominators of the outcome of the Planning Commission screening. After the screening, when the nomination goes before the Planning Commission for public hearing, it may or may not recommend approval of the Plan amendment.

Staff and Task Force Recommendations: Once a nomination is screened and formally accepted for review in APR, DPZ staff will request comments from other County agencies and prepare a staff report containing analyses and recommendations for each nomination. Community task forces (or land use committees) appointed by members of the Board of Supervisors will also review the nominations and formulate recommendations. Both task force and staff recommendations will be transmitted to the Planning Commission.

Public Hearings and Decision: The Planning Commission will hold public hearings to receive testimony about each nomination. The Planning Commission may support the nomination as submitted or may support an alternative that represents a lesser density or intensity than what has been proposed. A nomination may be deferred if the Planning Commission determines that additional information or time will be needed to fully evaluate the proposal or to help resolve community issues. The Planning Commission may also deny a nomination. Only those nominations or alternatives that the Planning Commission votes to support will be forwarded to the Board of Supervisors for additional public hearings and final decision. **The Comprehensive Plan will be amended if the Board of Supervisors votes to adopt a proposed change.**

>New to the South County APR Process

Virginia Department of Transportation (VDOT) Review: In this process, there will be a delayed second track for Planning Commission and Board of Supervisors consideration of nominations with proposed density or land use changes that would add 5,000 or more daily vehicular trips to the road system. As the

result of legislation adopted by the Commonwealth of Virginia in 2007 that seeks to enhance the coordination of land use and transportation planning, the nominations in this category will undergo traffic impact review by VDOT. The review requires a minimum of 90 days and a fee of \$1000.00. More information about the new VDOT Traffic Impact Analysis Regulations may be found online at www.vdot.virginia.gov/projects/chapter527/.

The schedule will allow the nominator to learn the preliminary recommendations of task force and staff before deciding to engage in the VDOT review. When the preliminary recommendations are available, the nominator will be given the option to withdraw the nomination or proceed. The Planning Commission will consider the item when the VDOT review is complete. As detailed elsewhere, only nominations that receive a recommendation for approval go forward to the Board of Supervisors. Nominations that are denied by the Planning Commission will no longer be considered part of the APR process and will not be subject to further review.

Tracking the Progress of a Nomination

Summary information about each nomination will be regularly updated and available on the APR section of the DPZ Web site at www.fairfaxcounty.gov/dpz/apr/. The nominations may be viewed on-line, at the DPZ Planning Division Office, at the Planning Commission Office, at Supervisor District Offices, or at the Reference Desk of County libraries (see Section I for addresses). For information about a specific proposal, check the APR section of the DPZ Web site or call the Planner-of-the-Day, Planning Division, DPZ, at 703-324-1380, TTY 711.

FAST FACT

If the nominator is not the property owner of the land area proposed for change, the nominator is required to send a certified letter and map to the property owner(s) about the nomination. See page 16 for a sample of the notification letter.



III. PARTICIPANTS

The Public

Anyone may submit nominations for proposed amendments to the County's Area Plans for the identified land areas. Any interested party can participate by reviewing nominations that have been submitted, attending task force meetings, reviewing the DPZ staff report for each nomination, and testifying at public hearings (in person or in writing) before the Planning Commission and the Board of Supervisors.

Subscribers to the "Comprehensive Plan Announcements" e-mail services will receive an e-mail announcing the public hearing schedules and other important dates. In addition, the APR public hearings schedule will be posted on the APR Web site and the Planning Commission Web site (see Section I). The hearings take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16.

The public is encouraged to provide written and/or verbal input at the APR public hearings. Statements sent by mail to the respective bodies should be sent no later than three days prior to the scheduled public hearing. The Board Auditorium is equipped with a variety of audio-visual equipment. Slides, maps, graphs, blueprints, photographs, and videos can be presented simultaneously to the hearing body and the audience, subject to time limits described further on page 11.

Nominator

The nominator prepares and submits a proposal to change the Comprehensive Plan. The nominator is the contact person for all matters pertaining to the nomination throughout the process. The nominator may be invited to present the proposal to the task force after it is accepted by the Planning Commission.

Task Force and County Staff

The Braddock, Lee, Mason, Mount Vernon and Springfield District Supervisors will each form an APR task force comprised of area residents. The task forces will establish their own procedures for reviewing and making recommendations on APR nominations. Copies of APR nominations will be provided to the task forces and to the Supervisor's office for each Supervisor District included in the South County APR. The task forces will meet between January 2010 and March 2010. The number of task force meetings will depend on the number of nominations submitted as well as the meeting schedule established by each task force. For information about each task force's schedule, membership, meeting schedule, locations and agendas, contact the respective District Supervisor offices. (See Section I for contact information). Meeting schedules and agendas also will be posted on the APR section of the DPZ Web site at www.fairfaxcounty.gov/dpz/apr/.

The APR task forces hold meetings to review the nominations and make advisory recommendations that are forwarded to the Planning Commission. Interested members of the public may attend. DPZ planning staff participates in task force meetings to present preliminary recommendations, answer specific questions about a particular nomination or general planning questions, and listen to presentations by nominators and discussions by task force members.

The nominator may be invited to make a presentation about the proposal. Staff and the task force may also request additional information, such as a conceptual development plan or layout, to better understand the proposal and how it relates to the surrounding area such as an established residential community.

Recommendations from each task force will be forwarded to DPZ staff and the Planning Commission two weeks prior to the Commission's public hearings. Each task force and DPZ staff will make one of the following recommendations:

- Approval of a nomination, as submitted;
- Denial of a nomination, as submitted; or
- Approval of an alternative to the original nomination.

Any proposed alternative must be for a less intense use than the original submission and must conform to the same or a smaller geographic area.

The staff recommendations will be published in the staff report for each nomination. At least two weeks prior to the Planning Commission public hearings, the staff reports will be distributed to the Planning Commission and the Board of Supervisors. The staff reports will also be available to the public on the DPZ/APR Web site and in a limited supply of print copies. Availability of the staff reports will be announced on the free e-mail subscription service, "Comprehensive Plan Announcements." See Section I for subscription information.

Task force recommendations may be different from staff recommendations. Both will be forwarded to the Planning Commission.

Planning Commission

The Planning Commission, constituted of Board-appointed Fairfax County citizens, has the authority under the Code of Virginia to make recommendations to the Board of Supervisors about amendments to the County's Comprehensive Plan. As previously described, the Planning Commission will conduct early screening of nominations at the beginning of the process to determine if a nomination will or will not be further considered or recommended to be deferred to a special study. After the screening, when the nomination goes before the Planning Commission for public hearing, it may or may not recommend approval of the Plan Amendment.

Planning Commission Public Hearings: After staff and the task forces review the nominations, the Planning Commission will hold public hearings in the Board Auditorium to receive public comment about the proposed Plan amendments. At the public hearing, the task forces' recommendations will be presented by the task force Chairmen, DPZ staff will present its recommendations, and then the public will be invited to comment.

To speak at a Planning Commission public hearing, call the Planning Commission Office at 703-324-2865, TTY 703-324-7951, or register online at www.fairfaxcounty.gov/planning. Anyone not on the

Speaker's List will have an opportunity (with a shorter time limit) to address the Commission after the registered speakers.

Planning Commission Speaker Presentation Times:

- Registered Association – a representative of a civic, citizen's or homeowners association. Each group is entitled to only one five-minute presentation, but other members of the same group may register as individuals. – 5 Minutes
- Registered individuals on the Speakers List – 3 Minutes
- Anyone not registered on the Speakers List – 2 Minutes

After all names have been called, anyone not on the Speakers List will have an opportunity to address the Commission. To submit written copies of public hearing testimony, provide 13 copies to the Clerk. After questions and comments from the Commissioners, the Chairman will close the public hearing. Commission action on APR items will not be taken until the scheduled mark-up sessions.

Planning Commission Mark-up: The Planning Commission will take action on individual APR nominations at a mark-up session. Held in the Board Auditorium beginning at 8:15 p.m., the mark-up session is open to the public and televised on Cable Channel 16. However, public testimony is not permitted. Nominations that receive a recommendation for approval go forward to the Board of Supervisors. Nominations also may be recommended for deferral. **Nominations that are denied will no longer be considered during the APR process and will not be subject to further review.**

FAST FACT

Nominators and anyone else who wishes to be on the Speakers List for Planning Commission public hearing must sign up to speak by 2:30 p.m. on the day of the public hearing to speak for 3 minutes. Persons will be recognized in the order in which their names appear on the Speakers List. Anyone not registered will be limited to 2 minutes.

For information about the Planning Commission mark-up date, subscribe to "Comprehensive Plan Announcements," call the Planning Commission office at 703-324-2865, TTY 703-324-7951 or visit the Web sites listed in Section I.

If the Planning Commission does not act upon a proposed nomination within one year of the Planning Commission's scheduled public hearing for the nomination, the nomination expires and will receive no further consideration. This policy does not apply to nominations deferred to special studies or authorized by the Board of Supervisors to be separately considered outside the APR process. The Planning Commission Office will notify nominators if their nomination has expired.

Board of Supervisors

As the elected governing body of Fairfax County, the Board of Supervisors makes final decisions about amendments to the Comprehensive Plan. The Board will hold public hearings on those nominations recommended for approval by the Planning Commission. The public hearing schedule will be available in the Weekly Agenda (see Section I) or on the DPZ Web site. The public hearing(s) are typically combined with a mark-up session, which means that decisions are usually made the same evening as the public hearing. When the Board votes to approve a nomination (or an alternative to the original nomination), that decision constitutes an adopted amendment to the Fairfax County Comprehensive Plan.

Board of Supervisors Public Hearings and Decisions

The Board of Supervisors will hold a public hearing on the nominations forwarded by the Planning Commission. At the public hearing, the Chairman will call for the presentation and staff and task force recommendations. The Chairman will then call for public testimony. Persons will be recognized in the order in which their names appear on the Speakers List. To speak at a Board of Supervisors APR public hearing, call the Clerk to the Board at

703-324-3151, TTY 703-324-3903. Speakers can also register on-line in advance at www.fairfaxcounty.gov/bosclerk/public.htm.

A speaker at the Board of Supervisors public hearing will have 3 minutes to make a presentation. After all names have been called, anyone not on the Speakers List will have an opportunity to address the Board. To submit written copies of public hearing testimony, provide 15 copies to the Clerk. After questions and comments from the Supervisors, the Chairman will close the public hearing. The Board then will take one of the following actions on the APR nominations:

- Approval of a nomination;
- Denial of a nomination;
- Approval of an alternative to the nomination. Any alternative must be a less intense use than the original submission and must conform to the same or a smaller geographic area; or
- Deferral of decision for future consideration.

Based on the final actions taken by the Board of Supervisors, the text and/or maps of the County's Comprehensive Plan will be modified to reflect all approved amendments



IV. PREPARING A NOMINATION

Submission

The nomination submission period is August 3 through September 16, 2009. Nominations must be postmarked no later than September 16, 2009, or hand-delivered to the Fairfax County Planning Commission office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035 by 4:30 p.m. local time, on that same date. The Planning Commission office will not accept hand-delivered nominations after 4:30 p.m. on September 16, 2009. At this time, the completed nomination may not be submitted electronically.

Early submission of nominations is encouraged to allow time for staff to determine whether the nomination is complete and has satisfied the procedural guidelines. If you have questions about the submission requirements, call the staff of the Planning Commission at 703-324-2865, TTY 703-324-7951. The Planning Commission Office is open weekdays between 8:00 a.m. and 4:30 p.m.

During the submission period, DPZ staff will be available to answer questions about preparing nominations. Call the Planning Division, DPZ at 703-324-1380, TTY 711 and tell the receptionist that you wish to speak to a planner about an APR nomination. If you wish to meet with a planner, you may schedule an appointment.

Withdrawal

Nominations may be withdrawn until 4:30 p.m. on March 26, 2010 by a written request from the nominator to the Planning Commission Office. A letter by certified mail about the withdrawal must be sent to the same parties who received notice in Part 3 of the nomination form. In addition, originals or copies of certified mail receipts must be provided. After the withdrawal deadline, requests for withdrawals can only be accepted by formal vote of the Planning Commission.

Preparing the Nomination Package

If you are preparing a nomination package, here are the steps you must follow:

Identifying the Subject of Your Nomination: The purpose of the APR process is to review proposed changes to the land use recommendations found in the Area Plans and on the Comprehensive Plan Map. A nomination may include a land area consisting of one parcel or many parcels, depending upon the land area that the nominator wishes to propose for re-planning. The planning process does not require that the nominator own or have a contract to purchase the property that is the subject of the nomination.

The nominator should look for a logical planning area, i.e., the land area that could reasonably be planned for the type of use and intensity or density being proposed. The issue of logical planning areas also applies to nominations that involve consolidating and re-planning an existing neighborhood for redevelopment at a different density or use. The nominator should choose a land area that reflects sound land use planning principles and avoids spot planning.

Completing the Nomination: The following instructions give directions for filling out the nomination form which is found at the end of this booklet and online at www.fairfaxcounty.gov/dpz/apr/. Each part of the instructions corresponds to the nomination form. Failure to provide all requested information will result in rejection of the nomination.

FAST FACT

Spot planning results when parcels are selectively presented in a nomination for re-planning while other parcels are excluded that could logically be re-planned the same way. Spot planning can result in land use inequities among similar properties and contradicts the principles of good land use planning.

PART 1: NOMINATOR INFORMATION

A nominator can be the owner of the specific property being nominated or the designated agent/attorney, or any other interested party. The person designated as the nominator becomes the point of contact for all questions, requests for information or mailings related to the nomination.

Name: List the name of the nominator (**only one person**). Any group (such as a civic association) wishing to submit a nomination should designate one person as the nominator and explain that individual's relationship to the group making the nomination. Example: Jonas Weal, President of the XYZ Civic Association

Daytime Telephone, E-mail and Address: Provide the daytime telephone number, e-mail address and mailing address of the nominator.

Signature Line for Nominator: Sign your name here if you are the nominator. If you have asked someone to represent you as your agent for the APR process, that person will be the nominator and signs on the line. If you are authorized to sign for a business entity, sign and state the relationship. The person authorized as the agent will become the point of contact if questions about the nomination arise. If there is one authorized agent but many property owners, make sure that you attach an additional page with the signatures of all property owners who have agreed to the nomination and to be represented by the agent.

Signature Line for Owner(s): If you own the nominated property or are an authorized representative of a business that owns the property, sign on the signature line for owners or attach a separate page containing the signatures of all the owners who are parties to this nomination. If you are the authorized representative of a business entity, include that information with your signature. **The property owners whose signatures do not appear on this nomination must receive a certified letter notifying them of the nomination, as explained below.** If you are the nominator and not the owner, do not sign here. Instead mark the line "N/A" for not applicable.

PART 2: GENERAL INFORMATION

This section asks for information about the subject property or area of the nomination.

Supervisor District(s): List the Supervisor Districts of the nominated property. The five districts included in the South County APR are Braddock, Lee, Mason, Mount Vernon and Springfield Districts. You can look up a parcel on the Department of Tax Administration (DTA) real estate Web site www.icare.fairfaxcounty.gov and find the Supervisor District for the parcel. Maps of the Supervisor Districts are available at GIS and Mapping Services on the first floor (lower level) of the Government Center Building, on the Fairfax County Web site, or at Fairfax County library reference desks.

Total number of parcels: Count the actual number of parcels being nominated. Parcel numbers may not be sequential so do not assume that a tract of land containing parcel 7 and parcel 12 automatically contains six parcels.

Total aggregate size of all nominated parcels in acres and square feet: Compute the total size of the nomination area. Information on the size (acreage and/or square feet) of individual parcels may be obtained from the DTA Web site. One acre = 43,560 square feet.

Nominations for Neighborhood Consolidation and Redevelopment: On the nomination form, check the appropriate box indicating whether the nomination proposes a neighborhood consolidation to re-plan an existing neighborhood for a different density or for a different use. If your proposal involves consolidation of an existing neighborhood for redevelopment, you must attach to your nomination a petition of support bearing the signatures of at least 75 percent or more of the owners and must at a minimum account for 75 percent of the land area being proposed for re-planning. See the Policy Plan, Land Use Appendix 8, in the Comprehensive Plan on the Web (see Section I). Those owners who do not sign the petition of support must be notified of the nomination by certified mail. Follow the instructions for sending notification letters found in the following section entitled "PART 3:."

PROPERTY INFORMATION.” If you have any questions about the submission requirements, contact Planning Division/DPZ and ask to speak to one of the APR planners at 703-324-1380, TTY 711.

PART 3: PROPERTY INFORMATION

This section requires you to provide written notice by certified mail to all owners of the nominated property if you are the nominator but not the property owner or if all owners of the nominated area have not provided their signatures as stipulated in Part 1. If your proposal involves consolidation of an existing neighborhood for redevelopment, you must attach to your nomination a petition of support bearing the signatures of at least 75 percent or more of the owners and must at a minimum account for 75 percent of the land area being proposed for re-planning (see the Policy Plan, Land Use Appendix 8). Contact DPZ staff if you have questions about these neighborhood consolidation requirements.

Tax map numbers for parcels: Provide the complete tax map reference number for each parcel of land included in your nomination. This number acts as the unique identifier for each parcel in the County. You can find this number on the DTA Web site www.icare.fairfaxcounty.gov and search by street address or on the property identification maps available for purchase at GIS and Mapping Services at the County Government Center (See Section I for the address and telephone number). Zoning maps also are available on the Fairfax County Web site using the Digital Map Viewer, www.fairfaxcounty.gov/gisapps/pdfviewer. There are three components to the tax map numbering system: sheet number; block or subdivision number; and parcel number. An example of a complete tax map number is 45-2 ((3)) 4A. In this example, 45-2 is the sheet number, ((3)) represents the subdivision number and 4A is the parcel number.

Street Address of each nominated parcel: Provide the street address, if an address is assigned, for every parcel of land being nominated for a Plan amendment. The DTA Web site provides a variety of information about every parcel in the County, including street address, acreage, tax map number, ownership, and more. Go to icare.fairfaxcounty.gov and click on the link to the real estate assessment site for parcel information.

Name & Address of Owner: List the names and addresses of all owners of the nomination property who have not provided their signatures in Part 1. If necessary, attach a separate page listing the name and address of each owner. These are the property owners whom you must advise **in writing** of the nomination. The notice letter(s) must be sent by certified mail **before** the nomination is submitted to the Planning Commission Office.

Names and mailing addresses should be taken from the current real estate tax assessment records maintained by the Department of Tax Administration (DTA) on the third floor (Suite 333) of the Fairfax County Government Center building. This information is also available by calling 703-222-6740, TTY 703-222-7594 and online at icare.fairfaxcounty.gov.

Postmarked Certified Mail Receipt Number: List the certified mail receipt number(s) for each letter sent to the owner(s) of the subject property. Attach additional pages as needed.

The nominator must inform the subject property owner(s) of the nomination by certified mail. The letter must contain the following information:

1. Map and description of the nominated property (or properties) location or area.
2. Description of the existing Comprehensive Plan recommendation.
3. Description of the proposed Comprehensive Plan recommendation.
4. Description of the proposed development.
5. Telephone number and address of the nominator.
6. APR Web site address: www.fairfaxcounty.gov/dpz/apr
7. Planning Commission Office telephone number, which is 703-324-2865.

FAST FACT

At the Department of Tax Administration Web site, you can find the tax map number, as well as information about acreage, ownership and other details about the property that will be useful for filling out the nomination.

A sample letter is provided below. You must send a letter similar to the sample by certified mail to all owners of each parcel you have included in your nomination who have not signed the nomination under Part 1 of the Nomination Form. Certified receipt mail forms (US Postal Form 3811) are available at any branch of the United States Postal Service.

The notification letter(s) must be postmarked the same day or prior to submitting the nomination to the

Planning Commission Office. A copy of each letter, map and the original or copies of all postmarked certified receipt(s) must be attached to the nomination.

Failure to comply with all the notification requirement(s) will cause the nomination to be returned. If you have questions about this part of the APR process, contact the Planning Commission Office at 703-324-2865, TTY 703-324-7951.

Sample Notification Letter

July 22, 2009
By Certified Mail

John and Maria Property Owner
Street Address
City, State, and Zip Code

Dear Mr. and Mrs. Property Owner:

You are listed in the records of Fairfax County, Virginia as the owner(s) of the property described below. The purpose of this letter is to notify you that I will soon be nominating your property, under the 2009 - 2010 South County Area Plans Review Process, to the Fairfax County Planning Commission for a possible amendment of its land use designation.

Property Address: _____
Tax Map Number: _____
Supervisor District: _____

The current Comprehensive Plan recommendation for your property is _____

I am proposing that the Plan be amended to _____

The proposed development consists of _____

(Example: The proposed development consists of a two story office building with surface parking behind the building.)

Any comments or questions you have about this specific nomination should be directed to me at: (Address & Telephone Number). If you have questions about this process, contact the Planning Commission office at 703-324-2865 or at 12000 Government Center Parkway, Suite 330, Fairfax, VA 22035. Information regarding the Area Plans Review process may be viewed at the APR Web site at www.fairfaxcounty.gov/dpz/apr.

Sincerely,
Joe Nominator

Attachment: Map

PART 4: CURRENT AND PROPOSED COMPREHENSIVE PLAN RECOMMENDATIONS

Current Comprehensive Plan Text for nominated property:

This section requires you to identify the current Comprehensive Plan recommendation for the land included in the nomination. You may attach separate pages with the current Plan text printed from the Comprehensive Plan found on the DPZ Web site at www.fairfaxcounty.gov/dpz/. If you do not have access to the Internet or if you wish to confirm that you have the correct Plan citation, call the Planner-of-the-Day in the Planning Division, DPZ at (703) 324-1380.

Current Plan Map Recommendation: Look at the Comprehensive Plan Map to determine which category applies to the nominated property. (Example: Residential uses at 8-12 du/ac) If more than one category applies to the subject property, indicate the specific parcel numbers next to the appropriate Plan category. Call or visit the DPZ/Planning Division Planner-of-the-Day for assistance (see Section I).

Current Zoning District: Look at the Official Zoning Map to determine the zoning district(s) of the nominated properties. Zoning maps are available on the Fairfax County Web site using the Digital Map Viewer, www.fairfaxcounty.gov/gisapps/pdfviewer. Individual zoning map pages are also available for 25 cents per page from GIS and Mapping Services, located on the first floor (lower level) of the Government Center. They will be needed for Part 5 of the nomination package.

Proposed Comprehensive Plan Recommendation: Indicate which residential and/or non-residential uses are proposed. In addition, provide a description, in your own words, of what the proposed area would look like if it were to develop according to the Plan changes you propose. Provide as much detail as possible. This description will assist staff and the Task Force in understanding your proposed nomination, and may also help you complete the rest of the nomination form. **It is important to note that the proposal you submit with your nomination is the proposal that is to be presented to the Task Force and will be the subject of their consideration and vote.**

If you are proposing residential use, be sure to circle only one of the density ranges in the form of dwelling units per acre (du/ac) as listed in the chart on the nomination form:

Residential Land Use Category Density Ranges:

.1 - .2 du/ac	2 - 3 du/ac	8 - 12 du/ac
.2 - .5 du/ac	3 - 4 du/ac	12 - 16 du/ac
.5 - 1 du/ac	4 - 5 du/ac	16 - 20 du/ac
1 - 2 du/ac	5 - 8 du/ac	20+ du/ac*

*Note: If you are proposing residential density above 20 du/ac, you must specify a 10-unit range such as 20-30 du/ac or 30-40 du/ac.

Non-residential Land Use Categories:

If you are proposing one of the non-residential uses listed below, you must include a proposed maximum intensity in terms of floor area ratio (FAR).

Office	Alternative Uses
Industrial	Mixed Use
Retail & Other	Private Recreation/Private Open Space
Public Facility/Government/Institutional	

FAST FACT

Floor Area Ratio (FAR) is used to express the amount of development intensity on a specific parcel or group of parcels. FAR is calculated by dividing the total square footage of all buildings on a site by the square footage of the site. For example, a 15,000 square foot (sf) building on a 10,000 sf lot would have 1.5 FAR (15,000 sf ÷ 10,000 sf = 1.5 FAR).

If you are proposing Mixed Use, the percentage, intensity/ density, and square footage of the different types of uses in the mix must be specified. Example: Mixed Use at 1.0 FAR with 40% office use, 30% retail use and 30% multifamily residential use. **For residential use, provide the approximate number, type of dwelling units, and total square footage per unit type proposed.** For example, if you are proposing a mix of multifamily and single family attached units, give approximate numbers of each unit type, such as 300 multifamily units and 100 single-family attached units. These numbers are necessary for analysis to evaluate impacts on transportation, schools and parks during the Plan amendment process.

PART 5: MAP OF SUBJECT PROPERTY

Make a copy of that portion of the section sheet from the Zoning Map that shows the subject property and attach the map to the nomination form. Individual zoning map pages are available for 25 cents per page from GIS and Mapping Services, located on the first floor (lower level) of the Government Center. Zoning maps are also available on the Fairfax County Web site using the Digital Map Viewer, www.fairfaxcounty.gov/gisapps/pdfviewer.

The map must not be larger than 8½ x 11 inches and the subject property must be outlined in black ink. Be sure to cross-check the map with Part 3 of the nomination form to ensure that all parcels have been outlined. **Maps in color will not be accepted nor will maps marked with highlighters or colored pens.** The colors will not reproduce when the nominations are photocopied. This is the map that you will attach to your nomination and also attach to the notification letter(s) you send to property owners who have not signed the nomination form.

PART 6: JUSTIFICATION

This section requires the nominator to indicate why the nomination meets the adopted policy guidelines for inclusion in the APR process. Check the appropriate box and provide an explanation of how the nomination satisfies that guideline. For instance, if you indicate that "The proposal would better achieve the Plan objectives than what is currently in the adopted Plan" indicate which objectives and specifically how the proposal meets them. Discuss the deficiencies of the current Plan in meeting Plan objectives. You may attach up to a total of two additional pages of justification per nomination. Failure to adequately respond to these questions will be cause for your nomination to not be accepted by the Planning Commission for further consideration in the APR process.

CHECKLIST FOR NOMINATOR

The following checklist is provided for the convenience of the nominator, to ensure that the nomination is complete and ready for submission. The parts referenced below are the sections of the nomination form.

- ☐ 1. Completed official nomination form;
- ☐ 2. Neighborhood petition, only if the nomination proposes a neighborhood consolidation (Part 2);
- ☐ 3. Copy of the notification letter and map sent by certified mail to each of the property owner(s), if different than the nominator (Part 3);
- ☐ 4. Original and/or copies of the postmarked certified mail receipt(s) sent to property owners, if different from the nominator (Part 3 and Property Information Table found at end of the nomination form);
- ☐ 5. Completed current and proposed Plan designation, including the mixed use table and/or residential land use table, if applicable (Part 4);
- ☐ 6. 8½ x 11 inch tax map with nomination area outlined in black ink (Part 5);
- ☐ 7. Additional page(s) (not more than two) of justification for proposed Plan change (Part 6).

NOMINATION FORM

TYPE OR PRINT RESPONSES IN BLACK INK

Incomplete forms will not be accepted for review and will be returned to the nominator. Staff reserves the right to correct errors in street address, tax map number, acreage or current Plan designation. Be sure to attach required map and original certified mail receipts as proof of property owner notification.

PART 1. NOMINATOR/AGENT INFORMATION

Name: _____ Daytime Phone: _____

Address: _____

Nominator E-mail Address: _____

Signature of Nominator (NOTE: There can be only one nominator per nomination): _____

THIS BOX FOR STAFF USE ONLY

Date Received: _____

Date Accepted: _____

Planning District: _____

Special Area: _____

Signature of Owner(s) if applicable: (NOTE: Attach an additional sheet if necessary. Each owner of a nominated parcel must either sign the nomination or be sent a certified letter.) _____

Anyone signing on behalf of a business entity must state the relationship to that organization below or on an attached page.

PART 2. GENERAL INFORMATION

Check appropriate supervisor district(s): ☐ Braddock ☐ Lee ☐ Mason ☐ Mount Vernon ☐ Springfield

Total number of parcels nominated: _____

Total aggregate size of all nominated parcels (in acres and square feet): _____ acres _____ square feet

Is the nomination a Neighborhood Consolidation Proposal? ☐ Yes ☐ No

Are you aware that proposals that generate more than 5,000 vehicle trips per day over the current adopted Comprehensive Plan will trigger additional VDOT review? (See pages 8-9 for more information.) ☐ Yes ☐ No

PART 3: PROPERTY INFORMATION – Attach either the Property Information Table found at the end of this application form or a separate 8½ x 11 page (landscape format) identifying all the nominated parcels utilizing the format as shown in the Table found at the end of this application.

All subject property owners must be sent written notice of the nomination by certified mail unless their signature(s) appears in Part 1 (above).

IMPORTANT NOTE: Any nomination submitted without originals or copies of all the postmarked certified mail receipt(s) and copies of each notification letter and map will not be accepted.

PART 4: CURRENT AND PROPOSED COMPREHENSIVE PLAN AND ZONING DESIGNATIONS

See Section IV of the APR Guide for instructions.

a. CURRENT COMPREHENSIVE PLAN TEXT for nominated property: Use the Plan on the Web (www.fairfaxcounty.gov/dpz/) for your citation.

It is the most current version: _____

b. CURRENT PLAN MAP RECOMMENDATION: _____

c. CURRENT ZONING DESIGNATION: _____

d. PROPOSED COMPREHENSIVE PLAN RECOMMENDATION: (NOTE: The proposal you submit with your nomination is the proposal that is to be presented to the task force and will be the subject of their consideration and vote). _____

e. DESCRIBE what development under the new plan would look like. (What uses? Type of buildings? Building heights? Surface or structured parking? Typical unit size?) _____

f. NON-RESIDENTIAL: Check the appropriate use

☐ Office
 ☐ Retail
 ☐ Government/Institutional
☐ Industrial
 ☐ Open Space
☐ Mixed Use (specify uses in table)

g. TOTAL Floor Area Ratio (FAR) Proposed: _____ **TOTAL Gross Square Feet:** _____

Categories	Percent of Total FAR	Square feet
Office		
Retail		
Public Facility, Govt & Institutional		
Private Recreation/Open Space		
Industrial		
Residential*		
TOTAL	100%	

**If residential is a component, provide the approximate number and size of each type of dwelling unit proposed in the chart below based on the approximate square footage.*

h. RESIDENTIAL COMPONENT (Circle the appropriate density range proposed and complete the table to the right):

.1 - .2 du/ac (5-10 acre lots)	5 - 8 du/ac
.2 - .5 du/ac (2-5 acre lots)	8 - 12 du/ac
.5 - 1 du/ac (1 – 2 acre lots)	12 - 16 du/ac
1 - 2 du/ac	16 - 20 du/ac
2 - 3 du/ac	20+ (specify 10 unit density range)
3 - 4 du/ac	_____
4 - 5 du/ac	

Residential Unit Types			
Unit Type	Number of Units	Unit Size (sq ft)	Total Square Feet
Single Family Detached			
Townhouse			
Low-Rise Multifamily (1-4 stories)			
Mid-Rise Multifamily (5-8 stories)			
High-Rise Multifamily (9 + stories)			
TOTAL:			

Continued

PART 5: MAP OF SUBJECT PROPERTY

Attach a map clearly outlining in black ink the property of the proposed Plan amendment. The map must be no larger than 8½ x 11 inches and clearly legible. Maps in color will not be accepted.

PART 6: JUSTIFICATION

Each nomination must conform to the Policy Plan and must meet at least one of the following guidelines. Check the appropriate box and provide a written justification that explains why your nomination should be considered, based on the guidelines below (two-page limit).

- ☐ The proposal would better achieve the Plan objectives than what is currently in the adopted Plan.
- ☐ There are oversights or land use related inequities in the adopted Plan that affect the area of concern.

All completed nomination forms must be submitted between August 3, 2009 and September 16, 2009 to:



Fairfax County Planning Commission Office
Government Center Building
12000 Government Center Parkway, Suite 330
Fairfax, Virginia 22035-5505

NOMINATION FORM

PROPERTY INFORMATION TABLE

All subject property owners must be sent written notice of the nomination by certified mail unless their signature appears in Part 1 of this application.

If you are required to notify more than one property owner, you must provide all the information requested below.

IMPORTANT NOTE: Any nomination submitted without originals or copies of all the postmarked certified mail receipt(s) and copies of each notification letter and map will not be accepted.

[illegible]



Photo Credits - Page 1: Fairfax County Dept. of Planning and Zoning (Lindsay Mason); Pages 5 & 9: Fairfax County Dept. of Planning and Zoning; Page 12: Fairfax County Dept. of Public Affairs; Page 23: Beth Rado



A PUBLICATION OF FAIRFAX COUNTY, VIRGINIA

